

# Temporary Staff Emergency Training

## Introduction:

[RCW 28A.320.125](#) requires all school districts and schools in Washington state to have current comprehensive safe school plans, commonly referred to as Emergency Operation Plans (EOPs), and procedures in place.

HB 5647 requires districts to include how substitute teachers and other temporary employees receive necessary information about safe school plans, including school safety policies and procedures. It is recommended to include volunteers, community organizations, and coaches. By providing clear, consistent safety instructions, we can ensure that everyone is prepared to respond appropriately during emergencies.

This checklist outlines ideas for a comprehensive training plan for substitute and temporary staff, volunteers, and participants in events and after-school programs. The focus is on ensuring that everyone involved is aware of emergency protocols and communication procedures in various situations.

## Key Training Focus Areas:

1. **Understanding the School Emergency Operations Plan**
  - o Functional and Hazard-Based Annexes: These are sections of the plan that deal with specific functions (like communication or evacuation) and potential hazards (such as fire or intruders).
  - o Emergency Procedures:
    - **Evacuation:** Safe exit strategies from the building.
    - **Shelter** in place: Staying safely inside during an emergency.
    - **Lockdown:** Securing students and staff during a threat.
    - **Earthquake:** Specific steps to protect everyone during seismic events.
2. **Incident Command System (ICS)**
  - o Training on how the ICS works and its role in emergencies for coordinating response efforts.
3. **Buddy System Creation**
  - o Ensuring that volunteers are paired with full-time or permanent staff to enhance teamwork and communication.
4. **Emergency Communication**
  - o How communication works during emergencies (radios, intercoms, walkie-talkies, etc.).
  - o Training on how to locate and use communication devices.
5. **Procedural Adherence**
  - o Understanding how to conduct roll calls, report missing students, and provide medical aid during emergencies.



## Additional Questions and Considerations for Training:

- Do staff members need keys to access doors during an emergency?
- What is the process for dialing out of the classroom?
- What equipment (e.g., walkie-talkie) should be brought during emergencies?
- How does the building communicate emergencies (e.g., radios, intercoms)?
- Important contact numbers for the main office, security, and nurse.
- Guidelines on what to bring during drills or lockdowns.
- Staff responsibilities when students are outside or at lunch.

## Specific Training Modules:

- **HR Training** for substitutes and temporary staff.
- **Volunteer Training** for individuals assisting in the school environment.
- **Event Training** for coaches and coordinators of sports, clubs, shows, or after-school programs.
- **Orientation for Parents** attending sports outings across Fall, Winter, and Spring.
- **Summer School Procedures** and **Outside of School Procedures** specific to emergency management during special programs.

This plan ensures all relevant parties are prepared for emergencies by knowing their roles and how to respond effectively.